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Approved For Release 2007/03/02 : CIA-RDP81-00755R000200050084-6

DEC 16 1949

Management Officer

19 December 1949

Budget Officer

Revision of Administrative Instruction ☐

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1. The attached draft of the proposed revision of Administrative Instruction ☐ forwarded by your office on 13 December 1949 is substantially in accord with the views of this office. It is believed that at the time this Instruction is issued simultaneous action should be taken to either rescind Notice ☐ or amend it so that it would not prohibit the use of any provisions of Public Law 110. 25X1

2. It is noted that in some cases form numbers referred to in the proposed Instruction are identified by applicable Agency numbers. It is suggested that for uniformity and consistency all forms referred to be so identified or that such identification be completely eliminated.

3. It is suggested that paragraph "i" on page 5 be eliminated since this is a Delegation of Authority which should be included in existing delegations signed by the Director or the Executive. If it is determined that this paragraph should remain in the Instruction, it is recommended that it be reworded to read substantially as follows:

"The Executive and his Deputy, or the Chief, Administrative Staff, under their general supervision, are authorized to approve travel performed by civilian employees on account of an emergency or without prior authority and the payment or reimbursement of expenses incurred incident to such travel".

Paragraph "i", as now worded, would by implication restrict such authority to the Chief, Administrative Staff. In some instances he would not be available to approve the applicable travel accounts.

4. Under sub-section 2 (b) on page 5 of the proposed Instruction, it is desired to effect a change in paragraphs (2) and (3) to require prior determination with respect to "transfer, temporary lodging, and separation allowances". This would necessitate the elimination of the words "temporary lodging" from paragraph (2). This change is necessitated by the fact that until the proposed Executive Order concerning allowances applicable to personnel of this Agency is signed by the President, there will continue to exist a question as to the propriety of making payments for temporary lodging allowances for personnel on vouchered funds. The General Counsel is familiar with this situation and you may desire to discuss it with him in further detail.

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5. It appears that the last sentence in paragraph (b)(3) on page 5 was inadvertently omitted when the attached revision was compiled from the draft of 10 November 1949. If this sentence is to be omitted, it is suggested that the words "and recommendations" be inserted immediately after the word "information" in the first sentence of paragraph (b)(3).

6. The following sentence should be inserted as the second sentence on page 9 of the attached draft:

"Expenses will be allowed to and from the nearest suitable hospital or clinic".

7. In view of the probable difficulties in administering the regulations covered by Administrative Instruction [] as revised, and to assure clarity, it is recommended that there be added as a final section 5 the following:

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"Except as specifically approved otherwise by the Director, the additional benefits provided by this Instruction shall not apply to individuals in those cases where the travel or transportation commenced prior to the date of this Instruction."

8. With respect to the attachment to the proposed Instruction, it is believed that a slight rewording is advisable, particularly in view of the fact that many exceptions have been heretofore approved by the Director and since Confidential Fund Regulations are already in existence and do not in all cases provide for the same benefits as this Instruction. It is suggested that the attachment be worded substantially as follows:

"Administrative Instruction [] dated [] will apply to travel, allowances and related expenses paid from confidential funds except as specifically approved otherwise by the Director or his designee".

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9. Should you have any question with respect to any of the recommendations set forth above, it will be appreciated if you will discuss them in further detail with this office. In view of additional items which have come to the attention of pertinent officials subsequent to the last draft of the Instruction, it may be advisable to hold a meeting of interested officials including a representative of the Finance Division, SSS, and the Legal Staff.

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E. R. SAUNDERS

Attachment

KEW/vlb

Chief, Finance ✓
cc: Chief, Fiscal
General Counsel

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MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

NO ATTACHMENT